



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission

May 18, 2016

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:32 p.m. Commissioners Present: Chair Palmer, Gonzales, Greenberg, Melendrez, Nigel, and Salazar. Commissioners Absent: Davis and Zamattia. Staff: Burns and Brewer.
2. **PLEDGE OF ALLEGIANCE:** Chair Palmer led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA: MSC Nigel/Melendrez** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES: MSC Gonzales/Melendrez** for approval of the April 20, 2016 meeting minutes. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Presentation of Recommended Software System for Recreation Registration and Reservations – Superintendent Brewer reported that staff has completed its review and selection of a new software platform for registrations and reservations. This new software will be less expensive and more user friendly. Staff has proposed the migration in the proposed Fiscal Year 2016-17 Operating Budget. Patrons will now be able to register on line without the convenience fee charged by the current software provider. Commissioner Melendrez asked when the new program would be launched. Superintendent Brewer replied that if approved in the budget, a contract could be executed with the company in July, training for staff will occur in late fall and the system will go live in time for the Winter/Spring registration cycle.
 - b. Formation of Subcommittee for Florida Property – Director Burns informed the Commission what would be happening over the next few months regarding the property on Florida Avenue the City acquired for the purpose of building a park. The City Council would soon be reviewing a request to award a contract for the demolition of the current house on Florida Avenue that would take approximately 4 months to complete. During that time there would be a community engagement

process to develop a master plan for the park. She also requested the Commission form a subcommittee. Commissioner Salazar volunteered to be the lead on the subcommittee and Commissioner Melendrez also volunteered to be on it. The Commissioners were appointed to the subcommittee by Chairperson Palmer.

8. UNFINISHED BUSINESS:

9. EXCLUDED CONSENT: None.

10. ITEMS FROM STAFF:

- a. Community Day in the Park Planning Update – Director Burns and Superintendent Brewer updated the Commission on the format for the upcoming event. Commissioner Greenberg asked how presales on the wristbands were going and Superintendent Brewer replied that they were strong.

11. PUBLIC COMMENT: None.

12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. Subcommittee Updates
 - 1. Glenview/Crestmoor Park Reconstruction – Commissioner Greenberg reported that the meeting was smaller than the first two and included a presentation of plans for the placement of park amenities. There were three design concepts presented which are available for viewing on the City website. During the third meeting residents were asked to vote for their preferred design concept and they agreed on design concept number. Director Burns said that the purpose of the community meetings was to get design ideas to complete the master plan which will go to the Commission for input and City Council for comments and approval. Commissioner Burns said she thought the draft master plan would be available for the Commission's input at the July meeting.
 - 2. Adopt-a-Park Program – Commissioner Gonzales reported that Chair Palmer met with Dave Stagnaro of San Bruno Colt Baseball and that they would be doing a project at Lara Field over Memorial Day weekend. She also reported 12 trees were planted at Grundy Park during Operation Clean Sweep, and San Bruno Youth Baseball would be doing ongoing projects at Commodore and Pacific Heights Park.
 - 3. Commissioner Handbook – Director Burns stated the URL's had been removed from the handbook to ensure the information is current and not outdated or inaccurate. Commissioner Greenberg requested the handbook include revision dates in chronological order on the front page of the handbook.
 - 4. Community Recognition – None.
- b. Report from Commissioners – Commissioner Greenberg asked for an update on the Youth Representative for the Commission and Director Burns replied that Charlene Smith had been approved at the last City Council meeting and she

would be present at the next meeting. Commissioner Greenberg also wanted to announce that Junior Giants would be a part of the Summer Reading Program being offered by the San Bruno Library and that they would be signing up for the program during the June 18th Junior Giants meeting to sign up the kids and give them free books. Commissioner Nigel announced that the San Bruno Community Foundation would be presenting four \$20,000 scholarships on Wednesday, June 1. Commissioner Gonzales asked for clarification on the role of the Parks and Recreation Commissioners at Community Day in the Park and Chair Palmer said that if she wanted to answer questions on behalf of the Commission she was welcome to wear her badge but that he didn't think a table would be needed because staff would be present on behalf of the Community Services Department.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:03 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno